

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Social Services and Human Resources	(2) MEETING DATE 7/26/2016	(3) CONTACT/PHONE Lee Collins (805-781-1600) and Tami Douglas-Schatz (805-781-5959)	
(4) SUBJECT Submittal of a resolution approving the new classifications and establishing the salary ranges of Social Worker Aide I/II/III, and amending the Position Allocation List (PAL) for Fund Center 180 – Social Services Administration, by deleting 16.00 FTE Community Service Aide positions, and adding 16.00 FTE Social Worker Aide I/II/III positions. All Districts.			
(5) RECOMMENDED ACTION It is recommended that your Board approve a resolution establishing the new classifications and establishing the salary ranges of Social Worker Aide I/II/III, and amending the Position Allocation List (PAL) for Fund Center 180 – Social Services Administration, by deleting 16.00 FTE Community Service Aide positions, and adding 16.00 FTE Social Worker Aide I/II/III positions.			
(6) FUNDING SOURCE(S) Federal & State	(7) CURRENT YEAR FINANCIAL IMPACT \$21,918	(8) ANNUAL FINANCIAL IMPACT \$23,014	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Morgan Torell			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Social Services / Lee Collins (805-781-1600) and Tami Douglas-Schatz (805-781-5959)

DATE: 7/26/2016

SUBJECT: Submittal of a resolution approving the new classifications and establishing the salary ranges of Social Worker Aide I/II/III, and amending the Position Allocation List (PAL) for Fund Center 180 – Social Services Administration, by deleting 16.00 FTE Community Service Aide positions, and adding 16.00 FTE Social Worker Aide I/II/III positions. All Districts.

RECOMMENDATION

It is recommended that your Board approve a resolution establishing the new classifications and establishing the salary ranges of Social Worker Aide I/II/III, and amending the Position Allocation List (PAL) for Fund Center 180 – Social Services Administration, by deleting 16.00 FTE Community Service Aide positions, and adding 16.00 FTE Social Worker Aide I/II/III positions.

DISCUSSION

The Department of Social Services (DSS) is responsible for providing case management services to both children and parents within the Child Welfare and Adult Services programs. Social Workers in these programs are currently supported by Community Service Aides (CSA). CSA's perform a variety of supportive, non-technical, clerical duties including: transporting clients, supervising parental visits, and assisting clients in securing departmental and community services. CSA's are a single classification (not a class series).

The Human Resource Department (HR) received three position study requests from incumbent CSA's within a six month period. After analyzing each request, HR determined that CSA's perform job duties at various levels of knowledge, skill, independence, and supervision, not accurately described by the current job classification. Furthermore, a review of the classification structure of other Social Services Departments in California, revealed that it is typical to have class series that defines entry, journey and advanced journey level duties for those classes that support professional Social Worker staff.

The Human Resources Department developed a new classification series to replace the CSA classification entitled Social Worker Aide I/II/III which was approved by the Civil Service Commission in March of 2016. This new series requires education and/or experience upon entry into this series commensurate with the duties outlined in the specification. Current staff and new hires will benefit from a clearer career path with opportunity for growth as a Social Worker Aide within the Department of Social Services. This also benefits the Department and clients through the retention and attraction of qualified staff.

The recommended salary is appropriate for each of the new classification's level of duties, complexity, independence and decision making authority and is consistent with the County's salary setting methodology.

Incumbents being reclassified into the new classifications will be placed according to CSC rule 5.05(b) Reallocation of Lateral Positions.

OTHER AGENCY INVOLVEMENT/IMPACT

The Civil Service Commission approved this new classification on March 23, 2016. SLOCEA has reviewed this request

and agrees with the recommendations.

FINANCIAL CONSIDERATIONS

The total salary and benefit cost for the current 16.00 FTE Community Service Aides is \$903,787 and is included in the Department of Social Services FY 2016-2017 budget. The recommended reclassifications to replace the CSA classification with the Social Worker Aide series will result in a total salary and benefit cost of \$925,705. The difference of \$21,918 can be absorbed in the Department of Social Services budget and funded with salary savings associated with anticipated vacancies. This change will have no impact on the Department's level of General Fund support in FY 2016-17. The \$21,918 difference is anticipated to increase to \$23,014 in FY 2017-18 due to step increases, with an anticipated General Fund impact of approximately \$2,500.

The chart below shows the differences in salaries and benefits for an employee paid at the step 3 level (the middle pay step) for the existing CSA classification and the proposed Social Worker Aide series. The salary for the Social Worker Aide I is comparable to the salary for the existing Community Services Aide, and the salaries for the Social Worker Aide II and III increase by approximately 10% each compared to preceding position.

	Annual Salary - Step 3 (1.00 FTE)	Benefits - Step 3 (1.00 FTE)	TOTAL SALARY AND BENEFITS
Existing Classification			
Community Services Aide	\$30,306	\$23,547	\$53,853
Proposed Classification/Series			
Social Worker Aide I	\$30,306	\$23,547	\$53,853
Social Worker Aide II	\$33,340	\$24,852	\$58,192
Social Worker Aide III	\$36,660	\$26,302	\$62,962

RESULTS

This action will provide the Department of Social Services with the ability to recruit and retain qualified Social Worker Aides, provide opportunity for career advancement, and reallocate staff to a classification that more accurately reflects the level of work performed.

This action will affect 16.00 FTE positions as detailed in the table below:

Fund Center	Current Classification	New Classification	FTE
180 – Social Services	Community Service Aide	Social Worker Aide I/II/III	16.00

This change will affect sixteen (16) current incumbents who will be reclassified upon Board approval.

ATTACHMENTS

1. Resolution to establish Social Worker Aide series and amend the PAL